

**SAMPLE REMINDER LETTER FROM LOCAL BOARD SECRETARY/CHARTER
SCHOOL DESIGNEE TO SCHOOL OFFICIAL**

[date]

Dear:

Please accept this letter to remind you that the deadline for the filing of your financial and personal/relative disclosure statements was _____. To date, I have not received your completed statements. Please bring your completed statements to my office as soon as possible. Your original disclosure statements will be date-stamped upon receipt, and you will be provided a copy of the date-stamped statements for your records. The disclosure statements may be downloaded from the School Ethics Commission's website at www.nj.gov/education/ethics/fdform.htm. If you lack Internet access, you may come to my office to receive a form.

The School Ethics Commission has asked me to advise you that if the completed statements are not filed in my office by **April 30, 2008**, it has the right to issue an Order requiring you to Show Cause why you have not filed. It has further asked me to advise you that failure to timely file your disclosure statements may result in the Commission finding you in violation of N.J.S.A. 18A:12-25 and 26 of the School Ethics Act and recommending a penalty up to removal from employment or membership on the board. In addition, the names of those who are late filing are posted on the Commission's website indefinitely.

Thank you for your attention to this matter.

Sincerely,

Board Secretary/Charter School Lead Person